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GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



THOMAS D. WATKINS, JR.  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

**FISCAL YEAR 2005  
CHILD AND ADULT CARE FOOD PROGRAM  
FAMILY DAY CARE HOME SPONSOR MEMO #7**

TO: Family Day Care Home Sponsors

FROM: Julie Stark, Supervisor  
Child and Adult Care Food Program

DATE: March 8, 2005

SUBJECT: **Provider Review/Visit Forms**

The Interim Rule, Child and Adult Care Food Program: Improving Management and Program Integrity, published September 1, 2004, modified the day care home visit requirements. 7 CFR 226.16 (d) (4) (i-ii) specifies the following minimum review elements:

- CACFP meal pattern
- Licensing
- Participation in, or attendance at, sponsor training
- Meal counts
- Menu and meal records
- Annual updating and content of child enrollment forms
- Corrected problems from previous reviews
- 5 day reconciliation of meal counts with enrollment and attendance records

Due to the popularity of pre-printed and coded menus sponsors must also review the provider's compliance with pre-printed and coded menus during the home visit.

Enclosed is a copy of the meal count reconciliation from our site visit form. Feel free to incorporate into your home visit form or modify to meet your needs.

Also enclosed is current list of minimal standards for home visit forms. Please update your home visit forms to include these changes and submit a copy to this office by May 2, 2005. Sponsors are expected comply with this requirement beginning with the third trimester visits (June 1 – September 30, 2005).

If you have any questions regarding this memorandum, please contact our office.

Enclosures: (2)

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## FDCH Sponsor Minimal Standards for Review/Visit Forms

1. Name of sponsoring organization
2. Visit type
3. Date of review
4. Arrival time
5. Name of provider
6. License/Certification number
7. Capacity
8. *License/Certification observed*
9. Names and birthdates/ages of children present
10. Names of children in care before visit
11. Names of children expected to arrive
12. Number of caregivers present
13. Menus up to date?
14. *Menus are written by provider? If menus are pre-printed and/or coded ask provider for recall of last menu/snack. Does provider's recall match the menu?*
15. *Meal attendance is taken daily or at the point of service?*
16. Meal attendance up to date?
17. Name of meal observed
18. Menu
19. If applicable, infant menus available?
20. Infant menus met requirements?
21. Do there appear to be any menu errors? If yes, describe
22. Menus provide variety?
23. *5 day meal count reconciliation*
24. *Were the problems from previous reviews corrected?*
25. *Child enrollment forms current for each child?*
26. *Corrective action(s) required*
27. Provider comments
28. Reviewer comments
29. Caregiver(s) signature(s)
30. Reviewer signature
31. Departure time

*New for FY 2005*

## Meal Count Reconciliation

Number of children observed during visit \_\_\_\_\_

Meal/Snack observed    ☐ Yes        ☐ No

If no, what meal/snack does the provider claim closest to the visit time?

*Circle One:*   B   AMS   L   PMS   SU   EVS    Service Time \_\_\_\_\_

Meal count reconciliation based on:

- ☐ child enrollment forms
- ☐ daily child care attendance records

Current plus 5 most recent days claimed (for above meal/snack)				
Date*	Number who should be present	Number claimed	Number claimed reasonable?	Comments

\*Begin with the current or most recent date claimed

Explain any discrepancies between the number observed and the number claimed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_